

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, June 15<sup>th</sup> , 2020, 3:30 p.m.**  
**Meeting Held Through Cisco WebEx**

**ROLL CALL:**

Tom Diedrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Megan Borchardt	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, David Diedrick, Matt Roberts, Megan Walker, Carol Vande Velden, Dave Wouters and Kathy Meyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 18<sup>th</sup>, 2020 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the minutes from the May 18<sup>th</sup>, 2020 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:** No Business

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications  
There were 58 preliminary applications for May.
- B. Unit Count  
The unit count for May was 2,965
- C. Housing Assistance Payments Expenses  
The May HAP expense totaled \$1,331,352
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
For the month of May there were 303 port outs with an associated HAP expense of \$320,079, ICS was underspent by \$19,275.34 and the FSS underspent by \$1,379.40.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
  
In May there were 80 active FSS clients, 54 clients in level one; 18 clients in level two; 5 clients in level three and 3 clients in level four. There were 0 new contracts signed, 0 graduates, 45 active escrow accounts and 49 active homeowners.
- F. VASH Reports (new VASH and active VASH)  
For May there was 1 new VASH clients, for a total of 35 active VASH clients.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion carried.

**OLD BUSINESS:** No Business

**NEW BUSINESS:**

3. Review of Project Based Voucher contracts with Ecumenical Partnership for Housing (EPH).

P. Leifker stated that staff from Ecumenical Partnership for Housing (EPH) has requested to come to a future meeting to present. P. Leifker provided a synopsis of their contract situation. EPH applied for a Project Based Voucher (PBV) RFP with BCHA in 2017. In December 2017, BCHA approved EPH for 12 PBV units. At the time of the award, EPH had 4 properties that were going to be Project Based, and all 4 were located within the City of Green Bay limits. As part of the conversation at the December 2017 meeting, the additional 8 vouchers were to be outside the City of Green Bay limits. Of the 4 units presented at the original meeting, only 2 are under contract. In regards to the 2 units that are not under contract –there was a tenant residing in the unit that already had a Tenant Based HCV and already on our program, and project based requirements state that if the client is unwilling to give up their tenant based voucher assistance with the subsidy that goes with it, we cannot force them to give that up. The tenant wanted to maintain the HCV. The other unit, at the time, the tenant's income was too high for our program qualifications and that tenant was in the process of purchasing the property.

Then in September, 2018, EPH came back to the BCHA and got 4 additional vouchers approved that were outside of the City of Green Bay limits. Those 4 contracts were executed.

As of today, we have 6 of the 12 vouchers approved.

Then in November of 2019, EPH came to spoke to P. Leifker and C. Lamine and because of the tenant that was moving towards purchasing the property, they had requested to swap that contract out for another contract. An MOU was completed.

The executive director of EPH has reached out to P. Leifker and requested to have a conversation with the board and see if the board was willing to reconsider the voucher allocation between inside and outside Green Bay city limits.

Brief discussion occurred in which the board discussed inviting EPH staff to attend a future meeting and further discuss. P. Leifker will invite the executive director of EPH to the July meeting.

#### 4. Update from BCHA Staff regarding current status with COVID-19.

P. Leifker stated that as of today, the Northern Building is open for the first and second floors. Floors three to six are locked to the public. The Brown County Housing Authority office, located in the Planning and Land Services department on the 3<sup>rd</sup> floor is closed to the public, however; staff are available via phone and email. The ICS office has resumed their normal office hours, Monday–Friday 8:00 a.m. to 4:30 p.m., adhering to social distancing with both staff and with the general public. Lobby is open. Appointments are virtual or through telecommunications, and no physical inspections are being conducted, utilizing HUD's provided temporary waiver process of owner certification.

Lease Up – P. Leifker and ICS staff have had conversations with HUD and have evaluated our current funding situation and the tool HUD utilizes. Last month we were suspending on-going lease ups. P. Leifker stated he and M. Walker had another conversation with HUD last week. As of today we are going to begin pulling off of our waiting list – looking at issuing approximately 30 vouchers a month. P. Leifker will keep the board updated as changes occur.

Question asked if there will be a lot of inspections when things open up. P. Leifker stated that currently one of the waivers that has been adopted by the Housing Authority is for new unit inspections we are utilizing a self-certification from the landlord. That waiver does require that any units that utilize the waiver will still have to have a physical inspection completed by October 31<sup>st</sup>.

A motion was made by A. Hartman, seconded by T. Diedrick to receive and place on file the update from BCHA staff regarding current status with COVID-19. Motion carried.

#### 5. Consideration with possible action on utilization of CARES Administrative Fee Funding.

P. Leifker provided an update on the CARES Admin Fee Funding. As part of the CARES Act, HUD was given funding, and provided each Housing Authority with a share of the funding for administrative fees to prevent, prepare for, and respond to coronavirus. Brown County Housing Authority received a total of \$302,668 in what was identified in Round 1. Per PIH Notice 2020-08 provides guidance for what we can use the funding for. P. Leifker reviewed those allowable expenses. P. Leifker stated that if we do not use all of the funding by December 31<sup>st</sup> 2020 whatever is not expended, we would need to return to HUD. A copy of the PIH Notice PIH-2020-08 was included in the meeting agenda packet. P. Leifker reviewed the spreadsheet between BCHA and ICS staff of some of ways we can utilize some of the funding. The spreadsheet is broken down by the item description and the anticipated cost. The total proposed expenses is just short of \$70,000. This still leaves us with a significant portion of the funding to explore other options with this CARES funding. The list is included in the agenda meeting packet.

A motion was made by T. Diedrick seconded by J. Fenner to approve the recommended of purchases from the utilization of CARES Administrative Fee funding. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

**6. Consideration with possible action on acceptance of BCHA bills.**

P. Leifker apologized for not sending out the check detail report. There are three bills this month. P. Leifker reviewed those three bills, Brown County reimbursement, a payment to a former program participant. This was a small claims case that was overpaid, TRIP took too much out than what the participant actually owed, so this payment is a reimbursement. The third bill is to the BCHA attorney, Vande Castle.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

**7. Consideration with possible action on acceptance of the BCHA Financial Report.**

P. Leifker stated everything is tracking in-line with budget expense.

D. Diedrick spoke of the interest rates and the sale of the vehicle.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA Financial Report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

**8. Housing Administrator/Executive Director's Report.**

A couple of years ago the Brown County Housing Authority approved eight project based vouchers to be utilized at the Printery Row project in Pulaski. Probably in the next week or two will be finalizing the AHAP Contract, which is the agreement to enter into a Housing Assistance Payment contract for those vouchers. They will be breaking ground by July 1<sup>st</sup>.

P. Leifker asked the Board members if they know of any topic or any information that they would like presented on, please let Patrick know.

**OTHER:** No other business.

Date of next meeting: July 20<sup>th</sup> , 2020 at 3:30 p.m.

A motion was made by T. Diedrick, seconded by A. Hartman to adjourn the meeting. Motion carried.

Meeting adjourned at 4:07 p.m.